

February 13, 2006

**City of Milton-Freewater
City Council Minutes**

The Council of the City of Milton-Freewater met in regular session on Monday, February 13, 2006 at 7:00 p.m. in the Albee Room of the Library.

The following members were present: Mayor Key, Councilors Records, Kelley, Woods, Irving, Lyon and Youth Representative Potts. Staff members present were City Manager Delphine Palmer, Assistant City Manager Linda Hall, Electric Superintendent Mike Charlo, Community Development Supervisor Mike Watkins and Police Chief Mike Gallaher. Citizens present were Merle Sherman, Ed Chesnut, Penny Rodighiero, Vern Rodighiero, Sara Archer and Brian Miner. Councilor Humbert was absent.

Press member present was Melanie Hall from the Valley Herald.

CONSENT CALENDAR ITEMS: The consent calendar consisted of minutes from the January 23, 2006 council meeting and the January 30, 2006 council study session. Councilor Kelley motioned to adopt the consent calendar. Councilor Records seconded the motion which passed unanimously.

NEW BUSINESS

APPOINTMENT Budget Committee, Planning Commission and Library Board Members. Mayor Key stated that with the Council's approval he would like to reappoint Charlie Good and Tony Turner to the Planning Commission as they are currently serving, reappoint Joanna Burk to the Library Board, and reappoint Jennifer Riley to the Budget Committee. There are other openings on the Budget Committee and they can go unfulfilled, but would like to see someone apply to be on this committee.

Councilor Woods moved to approve the Mayor's reappointments of Charlie Good and Tony Turner to the Planning Commission, Joanna Burk to the Library Board and Jennifer Riley to the Budget Committee. Councilor Kelley seconded the motion which passed unanimously.

RESOLUTION NO 2009-Amend Aquatic Pay Plan. Assistant City Manager Linda Hall stated this was before Council as a matter of Oregon State Statute. Oregon State passed a law in 2003, Measure 25, which raises the minimum wage January 1st of each year and this affects the lowest wage scale with our aquatic center staff.

Councilor Kelley motioned to adopt Resolution No. 2009, amending the Employee Pay Plan by adjusting Concession/Cashier wage from \$7.25 to \$7.50 per hour, and to delete the position of "Concession Supervisor". Councilor Records seconded the motion which passed unanimously.

BID AWARD – Milton Substation Transformer Purchase. Electric Superintendent Mike Charlo stated city staff had advertised for bids with specifications to purchase a transformer. There were several bids received. The low bidder was lower than expected. The electric department consultant, Jerry Witkowski of CVO Electrical Systems LLC, and Mr. Charlo both reviewed references on the low bidder and found there was one that had minor problems, but every other reference was very happy with the company and would do

business with them again. Staff could not find reason to determine this bid unacceptable. This unit will be large enough to handle low growth in the south portion of the city for a long period of time and would be a good addition to the City's system. The transformer would be delivered and installed during fall of 2006.

Councilor Irving asked if there were warranty comparisons, or if there were any warranties. Mr. Charlo said the bid tabulations showed losses. All transformers have losses as the electricity goes through the unit. The one proposed to purchase has the second highest losses, so is the second-least efficient. Yet when factoring higher losses with the low purchase price, the TOTAL cost including losses is still the lowest with the proposed purchase.

Councilor Lyon asked about the zero cost for spare parts and field services. Mr. Charlo stated there were no extra costs in these areas because it is included in the total cost.

Councilor Woods stated concerns about the lowest cost and what we may not receive as a result, but recognized Mr. Charlo's research. Mr. Charlo stated that part of the reason for higher prices is that only two bids are from companies within the United States, and the other bids have overseas freight costs included.

Councilor Kelley motioned to award the bid to Virginia Transformer Corporation for the purchase of one 69kV class power transformer for a total bid of \$289,700. Councilor Woods seconded the motion which passed unanimously.

BID AWARD Bus Vendor Contract. Assistant City Manager Linda Hall stated that last February the City reinstated the general ridership bus service to Walla Walla for our citizens. The City was able to have this service because our citizens generously voted in a local option tax which is helping to fund this in large part by providing matching funds to several grants that council has approved during the last few months. The service is provided with a 19-passenger mini-bus that was received free of charge, also from a grant. City staff first solicited bids and entered into a one-year contract at this time last year with the low bidder who was Elite Charters, Inc. of College Place, Washington. City staff chose to go back out to bid again this year and received three responses. The bids received were from Elite Charters of College Place, Washington for \$2,100 per month flat rate for three days per week service, which is the same service they currently provide, A-1 Cab of Walla Walla, Washington for the identical service at between \$2,000 and \$5,000 per month, and Gnat Enterprises of Milton-Freewater, Oregon for three days per week service at \$2,400 per month. While initially on the surface it appears the low bid is Elite Charters, our recommendation at staff level is to award Gnat Enterprises of Milton-Freewater, Oregon because they are offering more trips per day and a greater amount of stops in Milton-Freewater. They also submitted a change of route so the system is easier to follow. Staff gets a lot of questions on the current route as they think they are stopping and ending in Walmart's parking lot and not getting home. The proposed route begins and ends in Milton-Freewater making it easier, and will hopefully increase the ridership in Milton-Freewater.

Councilor Irving stated he had read the schedule and was very satisfied with the routing. The times were also good being three hours a part. They must have done some surveying. Councilor Woods said he did notice the bus would begin the day at the Valley Transit in Walla Walla at 7:30am and then go to Sykes in Milton-Freewater. Ms. Hall said this had been coordinated with the Valley Transfer station, which is something that is considered with

grants. Most, if not all, transportation programs are funded in large part by grants and they like to see the coordinated effort. Two of the bids submitted had coordinated with Valley Transfer station as well as the Grapeline Bus service that has routes to Pasco, Washington. Councilor Woods asked what it would take to include service for five days per week. Ms. Hall stated the vendors would be glad to service our citizens for five days per week, but said she was fiscally conservative and until the general ridership is built up, we will continue with the three days. Councilor Woods asked if the ridership would increase if it were used for Sykes' employees, or if Sykes' employees have a need for this type of transportation. Ms. Hall said that when Nate Anglin owned GNAT Enterprises, he had tried to get ridership from Sykes unsuccessfully. But it has been several years since then, and with increased fuel prices and a different manager perhaps there is business there now. Mayor Key asked if we knew how many patrons actually make the trip to Sykes. Ms. Hall said she did not, but that vendors were asked to keep track of the ridership. This is basically senior and disabled patrons. Councilor Woods asked if seniors and disabled patrons were the majority of the City's patrons. Ms. Hall said she felt that with greater stops and an increased schedule, there may more young people using the bus.

Councilor Records motioned to award extended transportation bus services to GNAT Enterprises of Milton-Freewater, Oregon in the amount of \$2,400 per month for a one-year contract, subject to extension with approval of both parties. Councilor Lyon seconded the motion which passed unanimously.

BID AWARD: Dog Impound Contract. Assistant City Manager Linda Hall stated the City offers dog impound services through the police department. The service impound is primarily for stray dogs that are causing damage or an immediate threat to people in the neighborhood, and also dangerous, vicious animals that pose a clear threat. In the past the City has contracted with both vendors that submitted bids. Most recently the City contracted with Blue Mountain Humane Society of Walla Walla, Washington. When the contract expired, it had been several years since it had gone out to bid, so decided to put this out to bid to determine current costs. There were three responses: Animal Clinic of Walla Walla responded as not interested at this time because they supply College Place with this service and it keeps their kennel full. Blue Mountain Humane Society of Walla Walla bid for a base fee of \$550 per month for the first 100 dogs in a calendar year, and then \$100 per dog for any impounded dogs over that amount for the remainder of the year. They proposed to collect fees from dog owners of \$35 a day for the initial day and \$20 a day for each day the dog is boarded after that. With chronic impounds (dog's third or more time being impounded in one calendar year) the fee would be \$50 per day for the initial day and \$20 boarding fee per day. Penrod Kennels of Milton-Freewater was the third and final bid submitted for service at \$16.00 per day per dog and no base monthly fees. She also proposed that the City collect and retain all impound fees paid by the dog owners. She would not be responsible for veterinarian services, which would require the City to subcontract with a local vet for the treatment of injured animals. However, she is able to supply euthanasia services at a fee of \$40 per dog. Staff recommends awarding to the low bidder, Penrod Kennels in the amount of \$16 per day per dog.

Councilor Kelley asked if there was much need for vet care. Police Chief Mike Gallaher said that occasionally, yes, there was a need for vet care. Councilor Kelley asked about the system for submitting documentation for inoculations before a dog can be released. Ms. Hall said there was discussion during staff meeting and it was determined currently the City requires a series of inoculation records in order to release the dog. In the interest of getting

dogs back to their owners and reduce euthanasia, City Manager Delphine Palmer has instructed Chief Gallaher and Ms. Hall to revise the current code along with making impound fees more current. City Manager Delphine Palmer stated that a concern of hers was with license fees. There are very few dogs that have their license here, so would like to have a strong program for animal control.

Councilor Kelley moved to award to the low bidder, Penrod Kennels of Milton-Freewater in the amount of \$16.00 per day per dog for impound fees and \$40 per dog euthanasia fees, with cremation charges of \$1.30 per pound, and sub-contracting for veterinarian services. Councilor Records seconded the motion which passed unanimously.

Mayor Key announced this was the opportunity for citizens to approach the council with issues not on this agenda. None approached.

MANAGER'S REPORT

City Manager Delphine Palmer reported that for almost a month, city staff has worked on their budgets, beginning the budget season which lasts for approximately six months. Department heads have now submitted proposed ideas they would like to have. They are now working hard to streamline their budgets. Staff is working hard to present the best preliminary budget.

Ms. Palmer said she had a good meeting with the Jaycees regarding the City's fireworks celebration. There were some concerns, and city staff was concerned with the time they wanted to be on the golf course requesting that the golfers cease golfing. Ms. Palmer said they had never met so asked that they meet in her office, inviting Public Works Superintendent Howard Moss. A draft agreement was developed that worked both for the golfers that golf on the 4th of July, and also for the Jaycees. Ms. Palmer typed the draft and sent it to the Jaycees for their meeting on Tuesday, so will contact them to write the final draft. This has been written for a period of from now forward.

The walking trail is getting started. The plan is to organize a ground-breaking ceremony inviting the Mayor and Councilors.

There was a Community Development Partnership (CDP) retreat. Ms. Palmer stated she felt it was excellent. CDP and city staff both understand the direction of tourism and the frogs. The Chamber Director from Walla Walla came and stated that what the City is doing with their branding/frog efforts is the way to go. The City of Walla Walla has just developed their brand between the Chamber and the Tourism agency. The City of Milton-Freewater is three years ahead of them.

There was a meeting with Mike Davidson, Director for Tourism, and he did a presentation at the Chamber. The City is on their website for Tourism Walla Walla. We are trying to do as many joint ventures as possible to get the word out there.

The City will receive about \$6,000 through CDP from the Port of Umatilla to make all the maps of the City, maps of businesses, and maps of frog statue locations. This will be a spring project.

The Annual Chamber Awards Banquet is this Thursday evening, February 16th.

COUNCIL ANNOUNCEMENTS

Councilor Kelley brought pictures of previous Pioneer Posse courts. She had attended the event where the new Pioneer Posse court was appointed.

Councilor Kelley said that she and Mayor Key had met with George Gillette of the School Board, and both have extended their hand to the school board. Councilor Kelley further said she would like to have an initial meeting with Mr. Gillette, Mayor Key, another councilor, another school board member, and a couple members of CDP, regarding the future of our city. Councilor Lyon volunteered to attend.

Councilor Irving said he received an email from the Chamber office and there are tickets for the Chamber Banquet still available.

Mayor Key stated he had a comment from a member of the Recreation Committee, Susan Dohrmann. She feels they have their meetings, but are not able to communicate their ideas to the council. Her suggestion is that periodically, members of committees should report to the council. Councilor Woods said he would like to see this reporting done quarterly. Ms. Palmer stated these groups are supposed to come to council and make recommendations formally where the Council can vote.

Councilor Woods announced that on Monday evening there will be a presentation in the Rotary Room at 7:00pm put on by Tom Darnell for the Watershed Council regarding the impact of surface water.

There being no further business, the meeting was adjourned at 7:46 p.m.

Lewis S. Key, Mayor